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The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
Division of Health Care Quality
Clinical Laboratory Program
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**Clinical Laboratory Licensure
Suitability Review**

The Department of Public Health (Department) is required to conduct suitability reviews for all applicants applying for licensure as new health care providers. The review includes a criminal background check of the applicant.

The Department has been certified by the Executive Office of Public Safety, Criminal History Systems Board, for access to reports from the criminal offender record information system.

The enclosed criminal offender record information form(s) (CORI) must be completed and returned with the license application for all individuals (use full names) identified below so that determinations of suitability and responsibility can be made in timely manner:

- All individuals who hold a 5% or greater ownership or managerial interest in the facility;
- If the applicant is a partnership, CORI forms must be completed for all general and limited partners with 5% or greater ownership interest in the partnership;
- If the applicant is a for profit corporation, CORI forms must be completed for all officers, directors, and holders of 5% or more of the corporation's stock;
- If the applicant is a not for profit organization, CORI forms must be completed for the officers of the board of directors, the executive committee, or other such governing body that has direct and ultimate control over the operation and compliance performance of the facility.

Please sign the upper portion of the form signifying that the information submitted is correct and then complete the APPLICANT/EMPLOYEE INFORMATION section.

Effective June 30, 2005, the Massachusetts Criminal History Board requires information on an application for a CORI check to be verified by a form of government-issued photographic identification.

In order to verify the information on your CORI request form, you may either (1) deliver your application to us in person, at which time we will verify the information on your request form, or (2) include a photocopy of a government-issued photographic identification with your request form.

Government-issued photographic identification includes, but is not limited to: state issued drivers license, state issued photographic identification card, passport, or US military ID. We are not able to accept an identification card issued by a private employer or, with the exception of a passport, by a non-US or state government agency.

Should you have any questions or concerns regarding the completion of these CORI forms please contact the Clinical Laboratory Program main office at (617)753 - 8439 or (617) 753 - 8438.